

EXCELLENCE IN PUBLIC SERVICE AWARDS NOMINATION FORM

This form must be used for all nominations and information must be provided in the allotted space; no attachments are allowed. Forms must be received by the Wichita City Manager's Office, Sedgwick County Communications Office or the Wichita Public Schools Communications Office no later than **5:00 p.m. April 11.** In order to fully describe the performance and contributions of the nominee, nominators are encouraged to share this form with the nominee to obtain and include all pertinent information.

NAME OF NOMINEE: _____

JOB TITLE OF NOMINEE: _____

WORK ORGANIZATION OF NOMINEE: _____ CITY _____ COUNTY _____ PUBLIC SCHOOLS

PERSON SUBMITTING NOMINATION: _____

RELATIONSHIP OF NOMINATOR TO NOMINEE: _____

DAYTIME PHONE NUMBER (NOMINATOR): _____

The Excellence in Public Service Award is designed to recognize and honor **employees of the City of Wichita, Sedgwick County and USD 259** who have demonstrated outstanding work performance as well as service to the community. Details and examples of work performance and community service should be provided. Work performance and community service are weighed equally in determining award winners.

- I. **WORK PERFORMANCE:** Describe the extent to which the nominee has demonstrated outstanding performance on the job. It is important to provide examples of the nominee's (1) outstanding and reliable performance (2) commitment as a member of the team for overall benefit of the organization and (3) leadership and innovative accomplishments in the performance of duties.

- II. **COMMUNITY SERVICE:** Describe the extent to which the nominee has demonstrated outstanding voluntary and non job-related community service. It is important to provide examples of the nominee's (1) investments of time and energy through participation in community activities or organizations (2) instrumental service in improving the effectiveness of a volunteer board or group and (3) contributions to improving the quality of life of the community.